

MARION COUNTY JOB DESCRIPTION

Position Title: District Technology Coordinator
Department: Central Office
Reports To: Superintendent
Approved By: Marion County Board of Education Date: December 2010

SUMMARY: Work with curriculum and professional development staff to provide on-going, job-embedded professional development for staff on the integration of technology in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Act as technology resource person for all staff.
- Research a variety of technological hardware and software that will enhance instruction.
- Develop and conduct workshops.
- Work directly with teachers to improve instruction through the use of technology.
- Help develop and/or model lessons.
- Conduct needs analysis, collaboratively design and evaluate programs to meet the needs of students and teachers.
- Assist with Student Technology Leadership Programs.
- Assist with distance learning for students and teachers.
- Prepare grant proposals to bring technology moneys into the district.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Bachelor's degree. Previous experience or training with computers.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff members and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to curriculum and instructional work. Ability to establish and maintain effective relationships with staff and parents. Ability to effectively organize people and materials.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms.

The employee must occasionally lift and/or move up to then (10) pounds such as books and teaching materials. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The ability to travel to other buildings and cities is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise and activity level in the work environment is moderate. The employee will be required to meet deadlines, interact with the public and staff, and at times, work irregular hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.